

**FAX PERMIT PROGRAM**  
**ACCOUNT INFORMATION AND APPLICATION**  
PERMIT APPLICATION CENTER  
12055 GOVERNMENT CENTER PARKWAY  
FAIRFAX, VIRGINIA 22035-5504  
703-222-0801

*The Fairfax County fax permit program allows appropriately licensed contractors who have been pre-authorized to submit trade permit applications that do not require plan review to the County for processing via fax machine. The following information outlines the requirements and conditions for participation in the fax permit program. An application form is available for those interested in establishing a fax permit account.*

**SUBMISSION REQUIREMENTS:**

- Each set of applications must have a cover sheet which includes the name of the contractor, a contact person, a phone number, a fax number, and the number of applications being faxed in that set.
- **Each application must be completely filled out and signed.** Incomplete and/or unsigned applications will be returned prior to processing. The corrected applications will be treated as a new submission when resubmitted.
- The fax number for all permit application submissions is **(703) 324-1863**.

**PAYMENT OPTIONS:**

- **PICK-UP and PAY:** Applications that have been processed must be picked up within 30 days in person at the fax station located at the Permit Application Center during the hours Mon – Thur 8:00 a.m. - 10:00 a.m., Fri 9:15 a.m. – 10:00 a.m. or Mon – Fri 2:00 p.m. – 4:00 p.m. Permits will be issued upon payment of the appropriate permit fees at the cashier’s office, which is also located at the Permit Application Center. If processed fax applications are not picked up and paid for within 30 days, no additional fax applications will be processed.
- **ACCOUNT PAYMENTS:** If you choose one of the permit payment options described below, each set of applications processed will be forwarded to the cashier’s office for payment and permit issuance. Issued permits will be mailed to the applicant.
  - **CHECKS** Applicants may leave checks payable to County of Fairfax in their fax account folder at the Permit Application Center. Checks left in fax account folders will be used exclusively for the payment of fax permit fees. Checks will not be released for the payment of other permit-related fees. Please note that Fairfax County is not responsible for lost or stolen checks and bears no responsibility for reporting check numbers and amounts.
  - **CREDIT CARDS** Applicants may fill out the credit card portion of the fax permit application to authorize the payment of permit fees as a charge to their DISCOVER credit card issued by NOVUS Services. There will be a credit card transaction fee added by NOVUS Services to each transaction charged to your credit card.

CREDIT CARD TRANSACTION FEES	
<u>Transaction amount</u>	<u>Fee</u>
\$ 00.01 - \$100.00	\$2.00
\$100.01 - \$200.00	\$3.00
\$200.01 - \$500.00	\$5.00
\$500.01 - \$1000.00	\$12.00
\$1000.01 - and up	\$24.00

**GENERAL INFORMATION:**

- Permit applications are processed in the order they are received. Applications are usually processed within three business days from the date of receipt; however this is a target processing time. Actual processing is dependent upon workload and may vary.
- Duplicate permit applications should not be submitted unless requested by County staff. (This is usually due to a fax transmission error in which case the cover sheet should clearly state that the duplicate is being sent per County request.) The processing of duplicate permits due to multiple fax transmissions causes unnecessary delays; thus, multiple application submissions should be avoided.
- Applicants who fax an application for processing and subsequently determine that they cannot wait for the application to be processed by the fax technician may pick up the faxed copy of the application and walk it through the normal permit process. Applicants should not submit duplicate permits through the normal permit process for reasons stated above.
- Premature calls to the fax technician to determine if an application has been processed cause delays in permit processing. Applicants are requested not to call for permit status within the first three (3) business days after submission.
- To enhance the clarity of applications received by the County, applicants are urged to use white copies of permit applications rather than faxing from the original colored applications. Application should be faxed in the size of the original application; do not resize or shrink the application.
- Applications requiring other agency review and approval must have the appropriate agency sign offs prior to being submitted by fax. Any questions concerning submission requirements for a particular permit should be directed to the fax technician for clarification prior to application submission.

# FAX PERMIT ACCOUNT APPLICATION

You must provide a copy of your State Contractor license, Master of Tradesman, Fairfax County Business, Professional and Occupational license (BPOL) along with your original Fax Permit Account Application. Upon acceptance into the fax permit program, you will be notified by the Permit Application Center that you may begin to submit permit applications by fax. Fax Permit Account must renew every half year.

## CONTRACTOR INFORMATION:

Contractor Name \_\_\_\_\_

Name of Master(s) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Person Email \_\_\_\_\_

Mailing address \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Fax Phone # \_\_\_\_\_

State Contractor’s License # \_\_\_\_\_ Expiration \_\_\_\_\_

County Business License Account # \_\_\_\_\_ Expiration \_\_\_\_\_ Exempt\* ☐

\* Certification of BPOL exemption required. Call (703) 324-1559 for details.

## PERMIT APPLICATIONS WHICH MAY BE FAXED:

Please indicate the types of work that your state contractors license authorizes you to perform.

Electrical ☐ Mechanical ☐ Plumbing ☐ Plumbing/Gas fitting ☐ Mechanical/Gas fitting ☐

Note: Household appliance permits may be faxed by contractors licensed in each of the above listed trades under the terms of the Household appliance permit as outlined in the Office of Building Code Services' Fee Schedule. The Fee Schedule contains a table that indicates which contractors are authorized to obtain Household appliance permits by the type of appliance being installed.

## CERTIFICATION:

I hereby certify that I agree to the terms and conditions of the fax permit program as outlined by the County, and that the information I have provided on this fax account application is complete and correct. I understand that my enrollment in this program may be terminated by the County at any time.

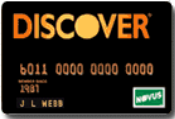
I further certify that I have read the information on the reverse side of the County’s permit form(s) and I understand that although it does not appear on applications received by the County via fax, the information is a part of each permit application that I submit as a fax customer.

Signature of Master or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Credit Card Authorization

I authorize Fairfax County to charge to my credit card, permit fees (and the applicable transaction fees) incurred by the contractor listed on this fax account application for permits submitted through the fax permit program.



16 digit card #

Expiration Date / Name on credit card \_\_\_\_\_

Signature of card holder \_\_\_\_\_

FOR COUNTY USE ONLY

Date received: \_\_\_\_\_ Technician: \_\_\_\_\_

Account Approved: YES ☐ NO ☐ (if no, give reason) \_\_\_\_\_

Folder created: \_\_\_\_\_ Applicant notified: \_\_\_\_\_